

VACANCY NOTICE
Approved For Release 2003/12/22 : CIA-RDP78R05317A000300030001-2
AGENCY-WIDE

DD/S&T/ORD/Life Sciences Research

| POSITION TITLE | GRADE | POS. NO. |
|-----------------|-------|----------|
| Secretary-Steno | GS-07 | DX09 |

COMPONENT/LOCATION

DDS&T/ORD/Life Sciences Research - 726 Ames Building

JOB DESCRIPTION: Serve as secretary to the Life Sciences Research Division Group consisting of professionals, and one other secretary. Some of the specific duties are:

1. Assume responsibility for secretarial and clerical functions of the office and for adherence to Agency regulations and Office directives.
2. Responsible for organizing and typing memoranda, project histories, budgetary submissions, contract actions and other materials generated by the Division.
3. Responsible for regulation and control of classified documents entering and leaving the Division and maintaining good security practices.
4. Provide day-to-day supervision, training and guidance for one secretary.
5. Record management responsibility for contract and general files.
6. Handle administrative actions such as time and attendance, travel arrangements and vouchers.
7. Work overtime occasionally.

QUALIFICATIONS:

1. Ability and willingness to accept responsibility and exercise independent judgment.
2. Qualified by Agency standards in typing and the ability to perform under pressure of short deadlines.
3. Agency standards required in typing and shorthand. MAG card experience helpful.
4. Tact, discretion, ability to work well with others, and dependability.

DEADLINE FOR NOMINATIONS:

~~31~~
24 March 1976

Accompanied by Official Personnel
Folder and current biographic profile

Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position.

TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT OFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, T H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 332 AMES BUILDING.

Signed

Office SB/MS/ORD/DD/S&T

Room Number 636 Ames

Date 18 March 1976

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